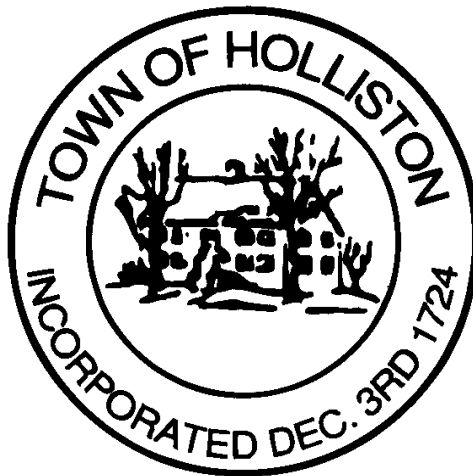


**TOWN OF HOLLISTON**

**WARRANT for**

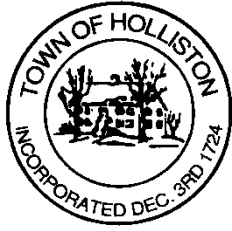
**FALL**

**TOWN MEETING**



**The location of the Fall Town Meeting will be:**  
**HOLLISTON HIGH SCHOOL AUDITORIUM**  
**370 Hollis St.**

**Monday,**  
**October 17, 2022**  
**7:00 P.M.**



## **Town of Holliston**

### **2022 Fall Town Meeting**

**Fall Town Meeting will start at 7:00 P.M.**

**Monday, October 17, 2022**

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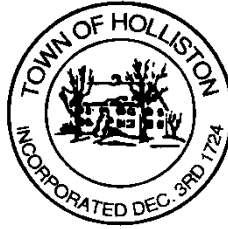
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**October 17, 2022**

Message from the Town Administrator:

Thank you to all Holliston residents that take the time to review materials and attend Town Meeting, directly impacting the operations of the Town of Holliston.

The Town has spent considerable time and effort making our two regularly scheduled Town Meetings in May (2<sup>nd</sup> Monday) and October (3<sup>rd</sup> Monday) more approachable and accessible to ALL residents. For accessibility, the Town has added:

- **On-site Child Care**, supported by the Holliston Community Action Fund (HCAF) during Town Meeting for parents with young children to be able to attend; and
- **Temporarily Increased Handicap Parking**, as requested by the COA to make accessing the High School easier during the event.

Regarding approachability, we have significantly increased our communication efforts through a new Quarterly Newsletter ([sign up online for emails](#)), social media, and this year a new Pre-Town Meeting Forum was scheduled and held on Oct. 3, 2022 with live coverage on HCAT and the recording was made available [online](#). The Forum featured availability of Q&A with the Town Moderator and Town Counsel, and reviewed the contents of the Warrant.

If residents and stakeholders have other suggestions for making Town Meeting more accessible or approachable to all, please contact the Town Administrator's Office.

Please also note, as the Town has embraced "hybrid" public meetings – allowing for remote participation of stakeholders at Board and Committee meetings – there have been questions related to whether the Town can allow remote participation (i.e. voting) to take place during Town Meeting, and unfortunately, that is not allowed by State law. Municipalities with Town Meetings that are "representative" (elected Town Meeting members) are allowed to have remote participation, whereas an Open Town Meeting format cannot accept remote participation voting.

Finally, appendices have been added to this Warrant with the intention of making the document more digestible. I have summarized these below:

### **Summary of Appendices and Supporting Documentation**

**Appendix A: Programmatic Stabilization Fund**: Municipalities are often presented with opportunities for programs or initiatives that lead to cost-savings or new revenue, and generally the roadblocks are related to upfront costs that can be prohibitive in the Town's operating budget, which is constricted by Proposition 2 ½.

The purpose of the Programmatic Stabilization Fund is to create a fund that can “kick start” a program or initiative in an instance where that action clearly demonstrates that quantifiable cost-savings or new revenue is a reasonable outcome, which can “recharge” the Fund for future opportunities.

The example provided in Appendix A is specific to the Town’s current path in relation to the Fire/EMS Organizational Evaluation performed by MRI ([link to report is online](#)). Namely, the first objective is to pursue upgraded licensure of the Town’s Ambulance (EMS) Service from Basic Life Support (BLS) to Advanced Life Support (ALS). This initiative, per MRI, would result in billing at an ALS rate, rather than a BLS rate, and the increased revenue can be used to “recharge” this fund in future years. Article 3 is intended to establish and fund the new Programmatic Stabilization Fund, and Article 7 then proposes its first use to “kick start” the first recommendation from MRI in pursuing ALS licensure, specifically addressing pay equity of the Town’s Ambulance / EMS staff, as well as public safety dispatch.

**Appendix B: Governance Committee Recommendations (Redline Version):** This appendix provides a different color-coded view of Article 11 to show the changes recommended by the Governance Committee for four (4) proposed By-Law changes.

**Appendix C: Acceptance of Rail Trail Easement:** The map linked to the acceptance shows that a parking area in the Hopping Brook Industrial Park can allow Trail users to park and then access the Trail directly. The Town appreciates the willingness of the property owner to allow access in this area for the benefit of all.

**Appendix D: Prior Year Warrant Article Balances (as of June 30, 2022):** This appendix gives Town Meeting members a sense of the progress made (financially) on past authorizations as of June 30, 2022. Generally, these articles do not “sunset” at the end of the Fiscal Year, like the operating budget, so this is simply an informational document for periodic tracking purposes.

**Appendix E: Summary of Appropriations (Certificate of Appropriations):** The Certificate of Appropriations is a summary of how funds are moved through the recommended actions of Town Meeting; should Town Meeting take action other than the recommendations presented in this document, the Certificate of Appropriations will be updated based on voted action.

**Thank you!**

Thank you to all residents who take the time to read and digest this material and those who come to be an active participant in Town Meeting. Your commitment is appreciated and vital to allowing the Town to continue to operate and provide critical services to the community.

Finally, a big thank you and farewell from myself and the Select Board to Mary Bousquet for 30+ years of service to the Town of Holliston! The Town wishes you all the best in your well-deserved retirement and greatly appreciates all your contributions over multiple decades!

Respectfully,

Travis Ahern  
Town Administrator

**Town of Holliston, Massachusetts**  
**Report of the**  
**FINANCE COMMITTEE**  
**for the**  
**October 17, 2022 Annual Fall Town Meeting**

**To the Citizens of Holliston:**

The Finance Committee respectfully submits this warrant and associated recommendations for your consideration.

Financial Update

After several years of high uncertainty due to the COVID pandemic, the macroeconomic factors that influence municipal finance have begun to stabilize as economic activity has moved back towards typical economic patterns. However, the aftermath of the pandemic is still being felt. Inflation persists at abnormally high levels, supply chains have only partially recovered, and severe labor shortages in some areas continue to limit the ability of businesses to return to pre-pandemic production levels. Each of these factors impacts municipal government: high inflation combined with proposition 2½ increases pressure on operating budgets, while supply chain and labor issues impact timing of capital projects and make it more difficult for the town to maintain appropriate staffing.

The Finance Committee has been closely monitoring the impact on the town's finances and continues to work proactively to maintain budget stability and sustainability. The good news for Holliston is that Town Meeting's support for the Finance Committee recommendations over the last several years has allowed the town to avoid the significant disruptions other towns have experienced and has resulted in the town emerging from the worst of the pandemic relatively unscathed. The Finance Committee is grateful for the continued Town Meeting support of our recommendations.

Since the May Town Meeting the following updates have occurred:

1. Local Aid – The state finalized local aid for FY23 shortly after the May Town Meeting. The final net local aid was significantly below the model that was used in preparation of the FY23 budget and would result in an operating deficit under the model assumptions. The town believes there is an error in the calculations used by the state in determining the aid numbers. However, the Finance Committee is working with the Town Administrator to address the possible shortfall and will be finalizing plans to address it without requiring changes to the FY23 operating budgets in the event that the numbers do not change.
2. Free Cash – At the close of each fiscal year on June 30, a final accounting of actual revenues and expenses is made and is compared with the revenue assumptions and appropriations voted by the Town. Any excess funds (such as revenue that exceeded targets or appropriations that were not completely expended) become "Free Cash" that can be reallocated for other expenses. "Free Cash" also includes one-time moneys that the Department of Revenue certifies as "unreserved" or "undesignated." Free cash from FY22 was certified at \$3,716,249, just slightly larger than last year, primarily driven by higher than anticipated local revenue and the effect of federal funding offsetting some anticipated expenses. The state recommends that Free Cash be used only for one-time

expenditures as it is not a reliable source of funding; the Finance Committee follows this practice, and it is reflected in our recommendations below.

3. Reserves – The Finance Committee has adopted a policy to build and maintain our reserves to a target of 12% with a maximum of 18% of general fund expenditures. Maintaining strong reserves gives the town flexibility in times of economic stress like the one we recently experienced. If Town Meeting supports the Finance Committee recommendations in this warrant, the stabilization fund balance will be \$9,029,729 (13.1% of general fund expenditures).

### Capital Spending

In FY09 the Finance Committee initiated an ongoing annual commitment to fund capital purchases. In May, Town Meeting approved a \$1,875,000 commitment for FY23. The Finance Committee is recommending \$2,449,780 in additional capital spending, which, when combined with the \$1,033,805 in spending from May, brings the current total recommended capital spending for FY23 to just under \$3.5 million. To close the gap, and in preparation for future capital needs, our recommendations include appropriating \$1,800,000 of free cash into the Capital Expenditure Fund. The Finance Committee remains committed to appropriating enough annually to adequately fund ongoing capital needs.

The Committee evaluated each capital proposal and is recommending the following capital expenditures in Articles 5, 20, and 22:

Item	Department	Amount
Town Hall Generator	Facilities	\$75,000
Central Street Fire Station Improvements	Facilities	\$160,000
Senior Center HVAC Improvements	Facilities	\$10,000
Tractors (2) with Attachments	DPW/Grounds	\$112,000
Dump Truck Mounted Spreader	DPW/Snow and Ice	\$27,280
Truck with Brine Tank and Applicator (supplemental)	DPW/Snow and Ice	\$4,400
Debris Vacuum/Sweeper	DPW/Grounds	\$44,640
Police Vehicles (3, equipped)	Police	\$165,435
Digital Recorder/Camera System	Police	\$75,000
Electronic Control Weapons (Tasers)	Police	\$93,600
High School Lab Improvements	Schools	\$63,000
Chromebooks – Kindergarten	Schools	\$40,625
Chromebooks – Grades 5 and 8	Schools	\$128,800
Modifications to Existing Sidewalks for ADA compliance	DPW/Highway	\$1,250,000
Instrumentation at Linden St. Wastewater facility	Facilities	\$200,000
<b>Total</b>		<b>\$2,449,780</b>

All recommended capital spending is funded entirely from the Capital Expenditure Fund. With Town Meeting approval of these actions the ending balance in the capital expenditure fund will be over \$8 million, a level considered acceptable by the Finance Committee at this time.

The Capital Improvement Subcommittee of the Finance Committee has been working with the Town Administrator as well as representatives from other town departments and boards to maintain the town asset management plan that is used to guide capital expense recommendations.

## Warrant Articles

The Finance Committee recommendations appear with each article in the warrant.

Recommendations of note include:

- Creation of a Programmatic Stabilization Fund to help “kick start” money saving or revenue generating initiatives (Article 3);
- Allocating most of the free cash to the General Stabilization Fund, the Pension Stabilization Fund, the Programmatic Stabilization Fund, and the Capital Expenditure Fund (Articles 1-4);
- Capital recommendations outlined above (Articles 5, 20, and 22);
- Design and engineering work for the Houghton Pond dam (Article 17);
- Preliminary design and engineering work for a new DPW facility (Article 18); and
- Providing funding for strategic planning for the Envisioning Future Holliston committee (Article 26).

As always, the Finance Committee is indebted to the many Town officials and employees whose efforts make this process and report possible. We also would like to commend the other elected and appointed committees with whom the Finance Committee interacts on an ongoing basis for all their cooperative efforts.

The Finance Committee would also like to extend our best wishes to Holliston’s Treasurer, Mary Bousquet, who will be retiring at the end of this year. She has been an invaluable resource to the Finance Committee over her decades of service to the town and will be missed.

## **HOLLISTON FINANCE COMMITTEE**

Kenneth S. Szajda, Chairman  
Daniel G. Alfred, Vice-Chairman  
Mark R. Whittaker  
Julie L. Winston

Michelle F. Zeamer  
Vincent J. Murphy, Jr.  
James M. Robinson, Jr., Clerk

Fund balances **prior** to the Finance Committee recommendations:

Available for Appropriation (est.)	\$0	Overlay Surplus	\$0
Cannabis Stabilization Fund	\$0	Pension Stabilization Fund	\$314,943
Capital Expenditure Fund	\$8,975,894	Programmatic Stab. Fund	\$0
Community Preservation Fund	\$2,793,999	Stabilization Fund	\$8,629,729
Conservation Fund	\$148,016	Water Retained Earnings	\$2,205,898
Free Cash	\$3,716,249	Water Infrastructure	\$2,202,676
OPEB Trust Fund	\$22,436,297	Water Meter Reserve	\$905,041
Open Space Fund	\$413,399		

Fund balances **after** approval of the Finance Committee recommendations in this report:

Available for Appropriation (est.)	\$0	Overlay Surplus	\$0
Cannabis Stabilization Fund	\$0	Pension Stabilization Fund	\$564,943
Capital Expenditure Fund	\$8,326,114	Programmatic Stab. Fund	\$169,000
Community Preservation Fund	\$2,783,832	Stabilization Fund	\$9,029,729
Conservation Fund	\$148,016	Water Retained Earnings	\$1,360,875
Free Cash	\$63,599	Water Infrastructure	\$1,702,676
OPEB Trust Fund	\$22,436,297	Water Meter Reserve	\$41
Open Space Fund	\$413,399		

FALL TOWN MEETING ARTICLES WITH RECOMMENDATIONS
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## TOWN OF HOLLISTON FALL TOWN MEETING

Commonwealth of Massachusetts

Middlesex, ss.

Town of Holliston

To any Constable of the Town of Holliston, Greeting:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of the Town of Holliston who are qualified to vote in Town Affairs to meet in the Holliston High School Auditorium, 370 Hollis Street, Holliston, MA:

**MONDAY, OCTOBER 17, 2022**

at 7:00 p.m. to act on the following Articles, to wit:

### **ARTICLE 1: GENERAL STABILIZATION FUND**

**SPONSORED BY: Select Board**

**ESTIMATED COST: \$400,000**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the General Stabilization Fund; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$400,000 FROM FREE CASH FOR THE PURPOSE STATED IN THE ARTICLE (6-0, MR. ROBINSON ABSENT)***

**SELECT BOARD COMMENTS:** The Stabilization Fund, with Town Meeting approval can be used to address extraordinary expenses. This Article ensures that the balance of the General Stabilization Fund stays within range of the Town's Financial Policies as updated in Nov. 2021, specifically moving funds to stay above the target of 12% of General Fund Expenditures, but below the maximum ratio of 18%. With an estimated balance of \$8.7 million at the end of the prior fiscal year, and no planned use within the Warrant below, the projected ending balance of the fund after Oct. Fall Town Meeting would be \$9.1 million, or 13% of the FY23 budgeted expenditures. ***(\$400,000 from Free Cash)***

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### **ARTICLE 2: PENSION STABILIZATION FUND**

**SPONSORED BY: Select Board**

**ESTIMATED COST: \$250,000**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the Pension Stabilization Fund; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$250,000 FROM FREE CASH FOR THE PURPOSE STATED IN THE ARTICLE (6-0, MR. ROBINSON ABSENT)***



**SELECT BOARD COMMENTS:** The May 2021 Annual Town Meeting established a fund to address the unfunded liability associated with pensions of municipal employees. State statute dictates that pension systems must be fully funded by 2040, and both the Middlesex County Retirement System (MCRS) and the Massachusetts Teachers Retirement System (MTRS) are approximately 50% funded. The Fund will allow the Town to address its unfunded liability between now and 2037 while continuing to meet its current obligations. Should the legally required contributions to MCRS increase significantly in future years, this fund can also be used to protect the Town from negative budget impacts related to meeting this obligation. With an estimated starting balance of \$301,000, this appropriation would bring the balance to approximately \$551,000, invested with the State's PRIT system, consistent with the Town's OPEB Trust Fund. *(\$250,000 from Free Cash)*

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### **ARTICLE 3: PROGRAMMATIC STABILIZATION FUND**

**SPONSORED BY:** Select Board

**ESTIMATED COST:** \$400,000

To see if the Town will vote to establish a Programmatic Stabilization Fund for the purpose of funding the upfront costs necessary to pursue long-term operational and/or capital savings, and to transfer from available funds a sum of money to said fund; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$400,000 FROM FREE CASH FOR THE PURPOSE STATED IN THE ARTICLE (6-0, MR. ROBINSON ABSENT)***

**SELECT BOARD COMMENTS:** The Town is often presented with potential initiatives that require upfront costs to create long-term savings or new revenue, where the financial benefits cannot be realized without funds to "kick start" the initiative. This Fund allows the Town to pursue cost saving initiatives by funding the upfront costs, and balancing the financial benefits over time (i.e. multiple fiscal years).

An example of this process is the Town's Ambulance Service which is currently licensed at Basic Life Support (BLS), with the recommendation from a 3<sup>rd</sup> party (MRI) to strive for Advanced Life Support (ALS). To achieve ALS, the estimated transition period could be three (3) to five (5) years, at which point the Town would begin billing insurance carriers and Medicare at a higher ALS rate allowing the Town to replenish this fund through a future Town Meeting. See attached memo from the Town Administrator to the Select Board and Finance Committee (see Appendix A). *(\$400,000 from Free Cash)*

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### **ARTICLE 4: CAPITAL EXPENDITURE FUND**

**SPONSORED BY:** Select Board

**ESTIMATED COST:** TBD

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the Capital Expenditure Fund; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$1,800,000 FROM FREE CASH FOR THE PURPOSE STATED IN THE ARTICLE (5-0, MR. ALFRED AND MR. MURPHY ABSENT)***

**SELECT BOARD COMMENTS:** The Capital Expenditure Fund (CapEx) is used to fund capital expenses. An illustrative example of those capital expenses can be found under the Capital Budget (Article 5) in this Warrant.

The Town also appropriated \$1.875 million into the CapEx Fund at the May 2022 Annual Town Meeting. However, with approved spending in May 2022 and the articles herein that will utilize either Free Cash or the CapEx Fund (Articles 5, 18, 20 and 22), the total balance of the fund is projected to be drawn down by over \$1 million to accomplish significant capital projects with cash as opposed to borrowing. Drawing down the balance of the fund does not put the Town in any risk of conflicting with the Financial Policies at this time, but must be monitored in consideration of future project needs.

From the time of printing of this Warrant document (Sept. 30, 2022) to when the Combined Warrant Document with Finance Committee recommendations will be available (no later than Oct. 7, 2022), the certification of the Town's Free Cash from the State will determine the funding level of this article and the funding mechanism for Articles 18 and 20. The approach to these articles was developed by a Working Group of Select Board and Finance Committee members. *(From Free Cash)*

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## **ARTICLE 5: CAPITAL BUDGET**

**SPONSORED BY: Select Board**

**ESTIMATED COST: \$999,780**

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the purpose of capital expenditures, including replacement of old vehicles and equipment, for the following departments: Police, Ambulance, DPW (Highway & Grounds), Facilities, and Schools, and authorize the Select Board to trade or sell equipment toward part of the purchase price; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$999,780 FROM THE CAPITAL EXPENDITURE FUND AS FOLLOWS: \$75,000 FOR TOWN HALL GENERATOR, \$160,000 FOR CENTRAL STREET FIRE STATION IMPROVEMENTS, \$10,000 FOR SENIOR CENTER HVAC IMPROVEMENTS, \$112,000 FOR TWO (2) TRACTORS WITH ATTACHMENTS FOR DPW HIGHWAY & GROUNDS, \$27,280 FOR DRUMP TRUCK MOUNTED SPREADER FOR DPW SNOW & ICE, \$4,400 FOR SUPPLEMENTAL FUNDING OF A TRUCK WITH BRINE TANK & APPLICATOR FOR DPW SNOW & ICE, \$44,640 FOR A DEBRIS VACCUM & SWEEPER FOR DPW GROUNDS, \$165,435 FOR THREE (3) FULLY EQUIPPED POLICE VEHICLES, \$75,000 FOR A DIGITAL RECORDER & CAMERA SYSTEM AT THE POLICE STATION, \$93,600 FOR ELECTRONIC CONTROL WEAPONS (ECW) ALSO KNOWN AS TASERS, \$63,000 FOR HIGH SCHOOL LAB IMPROVEMENTS, \$40,625 FOR KINDERGARTEN STUDENT TECHNOLOGY DEVICES, AND \$128,800 FOR GRADES 5 & 8 STUDENT TECHNOLOGY DEVICES.***

<b>Project</b>	<b>Department</b>	<b>Estimated Amount</b>
Town Hall Generator	Facilities	\$75,000
Central Street Fire Station Improvements	Facilities	\$160,000
Senior Center HVAC Improvements	Facilities	\$10,000
Tractors (2) with Attachments	DPW (Hwy & Grounds)	\$112,000
Dump Truck Mounted Spreader	DPW (Snow & Ice)	\$27,280
Truck with Brine Tank & Applicator (Suppl.)	DPW (Snow & Ice)	\$4,400
Debris Vacuum / Sweeper	DPW (Grounds)	\$44,640
3 Police Vehicles (Equipped)	Police	\$165,435
Digital Recorder / Camera System	Police	\$75,000
Tasers (ECWs) 27 Units	Police	\$93,600
High School Lab Improvements	School	\$63,000
Student Technology Devices – Kindergarten	School	\$40,625
Student Technology Devices – Grades 5 & 8	School	\$128,800
<b>Total:</b>		<b>\$999,780</b>

**SELECT BOARD COMMENTS:** It is the custom of the Town to fund and appropriate to departments specific project requests during the Fall Special Town Meeting. At the May Annual Town Meeting, \$1,033,805 was authorized to be spent from the Capital Expenditure Fund for the Capital Budget, and with the \$999,780 proposed in this article, a total of \$2,033,585 would be authorized for these purposes in total for May and October 2022. See comments for Article 4 related to cash inflow and outflow for the Capital Expenditure Fund. ***(\$999,780 from Capital Expenditure Fund)***

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## **ARTICLE 6: PAY UNPAID BILLS**

### **SPONSORED BY: Select Board**

**ESTIMATED COST: \$37,450**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for unpaid bills from prior years; or take any action relative thereto.

<b>Vendor</b>	<b>Fiscal Year</b>	<b>Amount</b>	<b>Department</b>
Lifeline Ambulance Service	FY2019-2022	\$37,450	Ambulance

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$37,450 FROM FREE CASH FOR THE PURPOSE STATED IN THE ARTICLE (6-0, MR. ROBINSON ABSENT)***

**SELECT BOARD COMMENTS:** The Town changed its third-party vendor for Ambulance billing and during the transition various bills were sent to the incorrect party and not brought to the Town's attention until FY2023. The bills are valid and must be paid, but Town Meeting must approve prior year bills before they can be processed. ***(\$37,450 from Free Cash)***

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## **ARTICLE 7: FISCAL YEAR 2023 BUDGET ADJUSTMENTS**

**SPONSORED BY: Town Administrator**

**ESTIMATED COST: \$275,502**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of supplementing various accounts for the Town's Fiscal Year 2023 annual budget, previously voted by the Town under Article 27 of the Warrant for the May 2022 Annual Town Meeting; or take any action relative thereto.

<b>DEPARTMENT (TO)</b>	<b>SOURCE (FROM)</b>	<b>Amount</b>
Ambulance (EMT Pay Rates – 7/1/22)	Program Stabilization Fund	\$205,000
Fire/EMS (Dispatch Pay Rates – 1/1/23)	Program Stabilization Fund	\$6,400
Police (Dispatch Pay Rates – 1/1/23)	Program Stabilization Fund	\$19,600
Human Resources (Salaries – 7/1/22)	Building Inspector (Salaries)	\$5,913
Parks Department (Salaries – 7/1/22)	Library Budget (Salaries)	\$9,566
Water Div. (Debt Service)	Water Retained Earnings	\$29,023
<b>Total</b>		<b>\$275,502</b>

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$231,000 FROM THE PROGRAMMATIC STABILIZATION FUND AS LISTED, AND THAT THE TOWN TRANSFERS \$29,023 FROM WATER RETAINED EARNINGS TO THE WATER DEBT SERVICE BUDGET (6-0, MR. ROBINSON ABSENT); FURTHER THAT THE TOWN MAKES THE FOLLOWING TRANSFERS: \$5,913 FROM THE BUILDING INSPECTOR BUDGET TO THE HUMAN RESOURCES BUDGET, \$9,566 FROM THE LIBRARY BUDGET TO THE PARKS DEPARTMENT BUDGET (4-0-2, MR. ROBINSON ABSENT, MS. ZEAMER AND MR. ALFRED ABSTAIN)***

**TOWN ADMINISTRATOR COMMENTS:** The first three (3) Public Safety adjustments are in response to numerous factors, including two (2) recent studies that evaluated Public Safety Dispatch for both Police and Fire/EMS, as well as a review of the Town's Fire/EMS model. These adjustments are made to address internal and external pay equity, see description for Article 8 for more details.

Salary adjustments for a member of the Human Resources Department and a member of the Parks Department were necessary after the FY23 budget was finalized, and can be funded through transfers elsewhere in the budget, without additional appropriation; namely projected budgeting of Department Head salaries for Library were above actual by \$12,500 and is transferred to cover salary adjustment in Recreation (\$9,566), while a planned hiring in the Building Department was delayed due to the competitive nature of the personnel market, and the budget capacity is used to cover the increase in Human Resources. Additional impacts of the changes to the non-union pay scales in Article 8 (below) are estimated at just under \$10,000 and will be covered through existing budget capacity, but can be executed at the May 2023 Annual Town Meeting, per discussions with the Finance Committee and Town Accountant.

Finally, the Water Division debt service budget was finalized in May based on projections, and the final debt service is \$29,023 higher, which comes from within the Water Enterprise Fund's

cash balance (i.e. Water Retained Earnings). The borrowing is associated with the new Water Treatment Plant at Well No. 5 and the timeline of the borrowing was accelerated to get done prior to interest rates increasing through activity of the Fed. ***(\$231,000 from Programmatic Stabilization Fund; 29,023 from Water Retained Earnings; \$15,479 from “Other” Transfers)***

## ARTICLE 8: AMEND CONSOLIDATED PERSONNEL BY-LAW SECTION 29, JOB AND WAGE CLASSIFICATION PLAN

### SPONSORED BY: Town Administrator

To see if the Town will vote to amend the Consolidated Personnel By-Law Section 29, Job and Wage Classification Plan, by reflecting those revisions, deletions and or/additions as set forth below, to be effective January 1, 2023; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (6-0, MR. ROBINSON ABSENT)***

#### JOB CLASSIFICATION PLAN - FY2023 (Full and Part-Time Employees)

POSITION	Grade	POSITION	Grade
Administrative Assessor	500	Custodian	200
Administrative Clerk - Council on Aging	400	Dispatcher	500
Administrative Clerk - Town Clerk	400	Head Dispatcher	700
Assistant Assessor	600	Head of Library Circulation	500
Assistant Building Inspector	600	Library Cataloger	400
Assistant Clerk - Planning and Zoning	400	Library Technician	200
Assistant Collector	500	Office Assistant	100
Assistant Library Director	600	Outreach Coordinator	500
Assistant Recreation Director	600	Police Matron	100
Assistant Senior Center Director	600	Principal Clerk	400
Assistant Town Clerk	500	Program Coordinator	300
Assistant Treasurer	500	Reference Librarian	500
Children's Librarian	600	Van Driver	100
Comm. Therapist / Court Diversion Coord.	600		
Crossing Guard	100		

#### JOB COMPENSATION PLAN FISCAL YEAR 2023; Amended Per GovHR Compensation & Classification Study

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13
100	18.00	18.41	18.84	19.27	19.71	20.17	20.63	21.11	21.59	22.09	22.60	23.12	23.65
200	19.50	19.95	20.41	20.88	21.36	21.85	22.35	22.86	23.39	23.93	24.48	25.04	25.62
300	21.00	21.48	21.98	22.48	23.00	23.53	24.07	24.62	25.19	25.77	26.36	26.97	27.59
400	22.50	23.02	23.55	24.09	24.64	25.21	25.79	26.38	26.99	27.61	28.24	28.89	29.56
500	26.50	27.11	27.73	28.37	29.02	29.69	30.37	31.07	31.79	32.52	33.27	34.03	34.81
600	28.50	29.16	29.83	30.51	31.21	31.93	32.67	33.42	34.19	34.97	35.78	36.60	37.44
700	29.50	30.18	30.87	31.58	32.31	33.05	33.81	34.59	35.39	36.20	37.03	37.88	38.76

# JOB COMPENSATION PLAN-INTERMITTENT AND FIRE DEPARTMENT POSITIONS-FY2023

## INTERMITTENT RATES

(Temporary, Seasonal, Miscellaneous and Per Diem Position)

Position	Beginning Rate	Each Year Returning	Max Rate
Bathroom Cleaners	\$25 per cleaning		
Camp Counselors	Minimum Wage	.25 per hour	\$16.00
Camp Director	\$20.00		\$24.00
Camp Supervisor	\$16.00		\$20.00
Clerks to the Boards/Committees	\$18.00	.25 per hour	\$22.00
Clinic Assistants	Minimum Wage	.25 per hour	\$16.00
Clinic Counselors	\$25		\$25.00
Gate Guards	Minimum Wage	.25 per hour	\$16.00
Grounds Maintenance-Park	Minimum Wage	.25 per hour	\$16.00
IT Support	\$18.00	.25 per hour	\$22.00
Landscaper	\$15	.25 per hour	\$19.00
Library Page*	Minimum Wage	.25 per hour	\$20.00
Life Guards	\$18.00		\$19.00
Lifeguard Supervisor	\$18.00		\$22.00
Multi-Sport Counselor	60% of the clinic revenues		
Per Diem Dispatchers	\$20.00	.25 per hour	\$26.07
Program Assistants	Minimum Wage	.25 per hour	\$16.00
Program Coordinator	\$20	.25 per hour	\$24.00
Recycle Center Supervisor	\$20	.25 per hour	\$24.00
Temporary Clerical Employees	\$18.00	.25 per hour	\$22.00
Temporary DPW Employees	\$15	.25 per hour	\$19.00
*Position falls under Personnel By-Laws			

## FIREFIGHTERS RATES

Deputy Chief		Monthly	\$818.32
Captain		Monthly	\$541.96
Lieutenant		Monthly	\$496.24
Firefighter		Monthly	\$489.67
Fire-Weekend	Deputy, Captain, Lieutenant	Weekend	\$423.22
Fire-Weekend	Firefighters	Weekend	\$105.08
Fire Hourly	Firefighter	Hourly	\$35.26
	Lieutenant	Hourly	\$35.88
	Captain	Hourly	\$37.57
	Deputy	Hourly	\$40.93
Training		2 Hr Training	\$78.82

## AMBULANCE / EMT RATES

EMT Incident/Response Hrly Rate	First Responder/EMT-Basic	Hourly	\$23.11
	EMT-Advanced	Hourly	\$24.76
	EMT-Paramedic	Hourly	\$25.38
EMT Off-site Rate per Shift	First Responder	12 Hr Shift	\$98.78
(Incident/Response hrly rate applies if called to respond)	EMT-Basic	12 Hr Shift	\$105.43
	EMT-Advanced	12 Hr Shift	\$108.69
	EMT-Paramedic	12 Hr Shift	\$118.97
EMT On-site Rate per Shift	First Responder	12 Hr Shift	\$277.36
	EMT-Basic	12 Hr Shift	\$277.36
	EMT-Advanced	12 Hr Shift	\$297.06
	EMT-Paramedic	12 Hr Shift	\$304.53
Off Duty Personnel Called To Duty	Applicable Incident/Response Hrly. Rate		(1.5 hr min)
Deputy Fire Chief	Deputy/EMS Supervisor	Monthly	\$935.90
Training		2 Hr Training	\$78.82

**TOWN ADMINISTRATOR COMMENTS:** The costs addressed in Article 7 (FY23 Supplemental Budget Appropriation) are driven by the changes to the pay rates (above) for non-union employees; as indicated in Article 7. Pay rates for EMTs and Public Safety Dispatchers (both Police and Fire/EMS) drives the majority of the cost and the adjustments are part of a holistic approach to addressing recommendations from Municipal Resources, Inc. (MRI) for Fire/EMS as well as the Collins Center Report for Public Safety Dispatch.

Outside of the change in rates for Dispatchers, which required use of additional funds in Article 7 above, the rest of the changes to this non-union chart are accomplished by interdepartmental transfers, planned for May 2023 Annual Town Meeting, per discussions with the Town Accountant and Finance Committee. These changes would be in effective as of January 1, 2023, halfway through the current fiscal year. The purpose is to update the Compensation Plan for non-union personnel based on a Compensation and Classification Study performed by GovHR which will address recruitment and retention of various departmental positions based on comparative market data (external equitability) and the placement of each position (i.e. grade) on the chart in relation to other Town positions (internal equitability).

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#### **ARTICLE 9: AMEND CONSOLIDATED PERSONNEL BY-LAW**

##### **SPONSORED BY: Town Administrator**

To see if the Town will vote to amend the Consolidated Personnel By-Law by adding the following language after Section 26, with appropriate renumbering thereafter; or take any action relative thereto.

##### **Amendment to the Personnel Bylaw:**

Effective January 1, 2023, full-time Dispatchers are considered salaried, non-exempt employees. Their weekly payroll will be paid by dividing their annual salary by 52.2 weeks. In addition, all full-time Civilian Dispatchers (not part-time and per diem personnel) will receive overtime pay for working any unscheduled shift, whether it is voluntary or forced.

***THE FINANCE COMMITTEE RECOMMENDS FAVORABLE ACTION (6-0, MR. ROBINSON ABSENT)***

**TOWN ADMINISTRATOR COMMENTS:** The Town has spent considerable effort in addressing the recruitment and retention of Public Safety Dispatchers (Police and Fire/EMS) and these changes to the Personnel By-Laws are being made to help the Town compete for skilled personnel in this field, in addition to the pay changes in Article 8.

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#### **ARTICLE 10: PUBLIC SAFETY SIGNS & EQUIPMENT**

##### **SPONSORED BY: Select Board**

**ESTIMATED COST: \$22,000**

To see if the town will vote to raise and appropriate or transfer from available funds a sum of money for the purposes of acquiring, disposing of, and installing signs recommended by the Traffic Advisory Committee (TAC), or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$22,000 FROM FREE CASH FOR THE PURPOSE STATED IN THE ARTICLE (6-0, MR. ROBINSON ABSENT)***

**SELECT BOARD COMMENTS:** The Traffic Advisory Committee (TAC) was originally a nine (9) member group made up of residents and public safety officials. At the recommendation of the 9-member Committee, the Select Board recently reduced the size of the Committee to five (5) members, including representatives for Public Safety, Public Works, Public Schools, Resident (Engineering), and Resident (At-Large). The costs associated with this article are related to addressing the findings of a recent “sign audit” looking at the needs to address deficient and/or worn-out signage throughout Town, identified from resident and public safety input. The Sign Audit is 2/3rds complete as of Oct. 2022 Fall Town Meeting. Additionally, this request recognizes that the DPW’s Operating Budget includes \$5,000 to achieve routine annual costs of replacing signs, whereas this article strives to address long-standing issues. ***(\$22,000 from Free Cash)***

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**ARTICLE 11: GOVERNANCE COMMITTEE BY-LAW RECOMMENDATIONS**  
**SPONSORED BY: Governance Committee**

To see if the town will vote to make four (4) separate amendments to the Town’s General Bylaws, as follows:

**Amendment One:** Replace Article IX of the General Bylaws with the following:

ARTICLE IX, Planning Board

**Section 1. Members** The Town shall have a Planning Board, consisting of five (5) members, elected for a term of five (5) years each, and so elected that the term of only one (1) member will expire in any one (1) year. Said Board shall choose from its members a Chair a Vice-Chair, and a Clerk, each to serve a term of one year. The Board may also have an Associate Member, appointed by the Planning Board who shall serve a one-year (1) term.

**Section 2. Powers and Duties** The Planning Board shall have the functions and powers as provided under the Constitution, Massachusetts General Laws as amended, including but not limited to Chapter 40A and Chapter 41 of the General Laws and such additional powers and duties as may be authorized by By-Law.

1. The Planning Board shall make careful studies of the resources, possibilities and needs of the Town and regulations governing such development of the Town.
2. Further, the Planning Board shall have the power to:
  - a. Regulate the subdivision of land within the Town by the adoption of rules and regulations governing such development and the administration of such rules and regulations.
  - b. Grant special permits as authorized by town by-laws
  - c. Make a comprehensive master plan, setting forth in graphic and textual form policies to govern the future growth and development of the Town at least every 15 years.
  - d. Make recommendations to the Town Meeting on all matters affecting land use and development, including the zoning by-laws and zoning map of the Town.



- e. Prepare an annual report, giving information regarding the condition of the Town and any plans or proposals for the Town's development and estimates of their cost.

**Section 3. Vacancy** In case of a vacancy, appointment of a new member shall be made in accordance with G.L. c. 41, s. 11 until the next town election at which time candidates may run for the balance of the unexpired term.

**Amendment Two:** Add a new Article \_\_ to the General Bylaws, as follows:

### **Scenic Roads**

**Section 1.** The Town shall protect certain roads under Massachusetts General Laws, including but not limited to, protection under Section 15C of Chapter 40. The Planning Board may adopt rules and regulations that govern the process for altering a designated scenic road.

**Section 2.** Pursuant to Massachusetts General Laws, the Town, by vote of Town Meeting, may designate a road as a scenic road. The Planning Board, Conservation Commission, or the Historical Commission may make recommendations for scenic roads designation to Town Meeting.

**Section 3.** After a road has been designated as a scenic road, any repair, maintenance, reconstruction, or paving work performed with respect thereto shall not involve or include the cutting or removal of trees, or the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the Planning Board after a public hearing in conformance with Massachusetts General Laws.

**Amendment Three:** Replace Article VII of the General Bylaws, with the following:

## **ARTICLE VII TOWN MODERATOR**

### **Section 1 Term and Duties**

**(a) Term** – There shall be a Town Moderator elected for a term of three (3) years.

**(b) Powers and Duties** - The Moderator shall preside at all sessions of the Town Meeting. In the event of the absence or disability of the Moderator, the Town Meeting shall elect from those voters present at the Town Meeting a temporary Moderator to act during such absence or disability. The Moderator shall have all the powers and duties given to Moderators under the Constitution and the laws of the Commonwealth. The Moderator, at all Town Meetings, shall regulate the proceedings, decide all questions of order, make public declarations of all votes and may exercise such additional powers and duties as may be authorized by General Law, by By-Law or by other vote of the Town Meeting. The Town Moderator shall not hold any other town office, elected or appointed.

**Amendment Four:** Add a new Article \_\_ to the General Bylaws, as follows:

**Article\_\_ By-Law Review Committee**

**Section 1. Purpose** The Select Board shall appoint at five-year intervals, in each year ending in six (6) or one (1), a special committee entitled the By-Law Review Committee for the purpose of considering and preparing proposals for the revision or recodification of the General By-Laws of the town as it deems necessary and advisable to keep by-laws current with the needs of the town. Such proposals shall be presented to the Select Board, which may include the same on the warrant for the Fall Annual Town Meeting occurring no later than the year following the one in which the committee was formed. The Committee may also review and offer a recommendation for all other articles in the warrant for any Town Meeting which propose an amendment or addition to the General By-Laws.

**Section 2. Membership** The By-Law Review Committee shall consist of two residents appointed by the Select Board, two residents appointed by the Town Moderator and one resident appointed by the Planning Board. Persons appointed by the said agencies may, but need not, be members of the agency by which they are designated. In addition, the Town Clerk shall serve as an ex officio nonvoting member of the committee. The Committee shall choose from its members a Chair, Vice Chair and Clerk for terms of not more than two consecutive years.

**Section 3. Legal Review and Public Notice** The Committee shall have its proposals reviewed by town counsel or by special counsel retained for this purpose by the Select Board. Copies of the proposed revised by-laws shall be made available to the public on the town website and by publication in a print or electronic local newspaper at least seven (7) days before the scheduled Fall Town Meeting. After Town Meeting adoption of a proposed by-law, it shall be submitted by the Town Clerk to the Attorney General of the Commonwealth for approval in conformity with state law. Copies of the revised by-laws shall be made available for distribution to the public.

**GOVERNANCE COMMITTEE COMMENTS:** At Town Meeting. See Appendix B for redline format.

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**ARTICLE 12: COMMUNITY PRESERVATION COMMITTEE****SPONSORED BY: CPC****ESTIMATED COST: \$10,167**

To see if the Town will vote to transfer from available funds a sum of money for the following uses:

Service Area	Description	Reserve Use	Cost
Historical Society	Cleaning & Restoration of twelve (12) oil paintings and framing of four (4) oil paintings (sunset 12 months)	Historic Resources Reserve	\$ 5,500
Historical Society	Restoration of two exterior doors on the ell of the Asa Whiting House (sunset 12 months)	Historic Resources Reserve	\$ 4,000
Eagle Scout	Reimburse Mr. Savage for supplies and materials for an Eagle Project on the Poitras Conservation Land (done April 2, 2022)	General Reserve	\$ 667

; or take any action relative thereto.

***THE FINANCE COMMITTEE WILL MAKE A RECOMMENDATION AT TOWN MEETING (6-0, MR. ROBINSON ABSENT)***

**CPC COMMENTS:** At Town Meeting.

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**ARTICLE 13: WATER METERS – REPLACEMENT****SPONSORED BY: Select Board****ESTIMATED COST: \$905,000**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for costs associated with replacing or upgrading software and hardware related to the Town's water meters; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$905,000 FROM WATER METER FEE ACCOUNT FOR THE PURPOSE STATED IN THE ARTICLE (6-0, MR. ROBINSON ABSENT)***

**SELECT BOARD COMMENTS:** The Water Division is in need of replacing commercial and residential water meters and their components. This article will replace and phase in new water tank repeaters, as well as Town Hall collector and appropriate software replacement and upgrades. The Town will look at options to replace the current system with a fixed network and unique operating frequency or a cellular network or combination thereof. The replacement and upgrades are necessary to operate efficiently and modernize the technology. Portions of the current system are outdated and the remote readers are unavailable to receive in an appropriate timeline. Water meters and associated appurtenances are a capital investment that ensures equitable distribution of costs to the users of Holliston Municipal Water. The life expectancy of water meters is approximate 10-20 years and battery life of the remote readers at the time of the last upgrade was approximately 10 years. Replacements are important to capture the correct usage and the technology associated with remote reading requires upgrades to maintain the

system in working order. The last replacement program was initiated in 2007 and completed in 2008. *(\$905,000 from Water Meter Fee Account)*

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**ARTICLE 14: WATER SYSTEM IMPROVEMENTS – CENTRAL ST. TO BULLARD ST. & FISKE ST. CULVERT (SUPPLEMENTAL APPROP.)**

**SPONSORED BY: Select Board**

**ESTIMATED COST: \$500,000**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of replacing water mains in the area of Central Street and Bullard Street to provide bi-directional flow and for culvert improvements under Fiske Street; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$500,000 FROM THE WATER INFRASTRUCTURE FEE ACCOUNT FOR THE PURPOSE STATED IN THE ARTICLE (6-0, MR. ROBINSON ABSENT)***

**SELECT BOARD COMMENTS:** The Water Division requested \$800,000 at May 2022 Annual Town Meeting for this project and based on impact of inflation through the design and engineering process the determination has been made that the project will require additional funding. The estimate for 4,400 linear feet of 8 inch water main in Central Street, Bullard Street, and the Fiske Street culvert water main connection is a total of \$1.3 million, which includes the \$800,000 previously appropriated and the \$500,000 requested in this Article. This request would leave an estimated balance in the Infrastructure Fee Account of \$1.7 million, with annual revenue generated based on current fee structure of \$1.4 million. *(\$500,000 from Infrastructure Fee Account)*

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**ARTICLE 15: WATER TREATMENT PLANT IMPROVEMENTS**

**SPONSORED BY: Select Board**

**ESTIMATED COST: \$816,000**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for upgrading filter media and control panels at the Dopping Brook Water Treatment Plant and replace the steel doors at the Well No. 4 Water Treatment Plant; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$816,000 FROM WATER RETAINED EARNINGS FOR THE PURPOSE STATED IN THE ARTICLE (6-0, MR. ROBINSON ABSENT)***

**SELECT BOARD COMMENTS:** As the new Water Treatment Plant at Well No. 5 comes online, improvements to existing Water Treatment Plants at Dopping Brook and Well No. 4 are needed as normal repairs and upgrades. The current filter media at Dopping Brook is estimated at \$680,000 and the control panel upgrades are estimated at \$120,000. Additionally, steel door replacements at the Well No. 4 Water Treatment Plant will be \$16,000, based on bids received. *(\$816,000 Water Retained Earnings)*

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**ARTICLE 16: STORM WATER MANAGEMENT (MS4 YEAR 5)****SPONSORED BY: Select Board****ESTIMATED COST: \$95,200**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for engineering, consulting or construction services related to compliance with the EPA and MassDEP Municipal Storm Water Management Regulations (MS4); or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$95,200 FROM FREE CASH FOR THE PURPOSE STATED IN THE ARTICLE (6-0, MR. ROBINSON ABSENT)***

**SELECT BOARD COMMENTS:** The U.S. Department of Environmental Protection and the Massachusetts Department of Environmental Protection requires communities to be in compliance with Storm Water regulations. These funds would be used for 9 tasks laid out by the consultant, including SWPPP Inspections & Training, BMP Inspections, MS4 Outfall Retrofits, Phosphorus Control Plan (PCP) and Removal from Existing BMPs, and general Field Work. The estimated cost of this work is \$95,200. ***(\$95,200 from Free Cash)***

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**ARTICLE 17: HOUGHTON POND DAM – DESIGN/ENGINEERING (PARTIAL)****SPONSORED BY: Select Board****ESTIMATED COST: \$56,000**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for design, engineering and environmental evaluation services to determine the long-term strategy to addressing the poor condition of the Houghton Pond Dam; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$56,000 FROM FREE CASH FOR THE PURPOSE STATED IN THE ARTICLE (6-0, MR. ROBINSON ABSENT)***

**SELECT BOARD COMMENTS:** The Town engaged PARE Corp. to provide a cost-benefit analysis (i.e. “Alternatives Report”) on three (3) dams in poor condition – Factory Pond Dam, Houghton Pond Dam, and Lake Winthrop Dam. Factory Pond Dam reconstruction is underway with funding from a 2018 State Bond Bill and the Town’s ARPA funds, while Lake Winthrop is awaiting answers to jurisdictional questions between the Town and State.

There are two (2) potentially viable ways to address the condition of the Houghton Pond Dam: first, rebuild/reconstruct the dam for a projected useful life of over 50 years, or second, remove the dam, restoring the area to its natural state. In either scenario, the Town is in need of three (3) pieces of a design and engineering services engagement: (1) Hydrology and Hydraulics, or H&H, Analysis for \$24,000; (2) Impoundment and Supplemental Survey for \$14,400; and (3) a Sediment Assessment for \$16,800. With this information, the Town will have the necessary information to present a future Town Meeting with the best solution to this “poor” condition dam. ***(\$56,000 from Free Cash)***

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**ARTICLE 18: PUBLIC WORKS FACILITY – DESIGN/ENGINEERING (PARTIAL)**  
**SPONSORED BY: Select Board** **ESTIMATED COST: \$500,000**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for design and engineering services, and environmental testing including soil sampling, to determine the best location for a future DPW Facility, compile necessary information for the potential decommissioning of two current sites, and creating renderings of a facility to be presented to a future Town Meeting for consideration; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$500,000 FROM FREE CASH FOR THE PURPOSE STATED IN THE ARTICLE (UNANIMOUS)***

**SELECT BOARD COMMENTS:** Following authorization from May 2021 Annual Town Meeting (Article 33), the Town engaged Weston & Sampson (W&S) for a Feasibility Study that determined the Town’s future needs for Public Works will require a roughly 45,000 sq ft facility to meet requirements of various divisions: Water, Highway, Snow & Ice, Grounds. While the task of determining the “need” has been accomplished, the major roadblock to addressing the Town’s crumbling DPW facilities (Arch St. and Central St.) is the difficulty of determining the most appropriate site. *Handout from W&S summarizing conditions and needs available online.*

As there is no agreed-to site selection as of Oct. 17, 2022 Fall Town Meeting, and significant pro/con lists for numerous sites, it appears that further environmental analysis and engineering is needed to finalize a path forward. To answer the outstanding questions, which extend beyond the Feasibility Study phase, this article requests funds for a “partial” approach to design and engineering; this is a partial request as the current estimated cost of the project is \$20-30 million, meaning that the total design and engineering costs will be closer to \$2.5 million total (10% of construction), and **this article is intentionally not committing to the entire cost of the Design & Engineering process until such time that a final site is selected and ready to be presented to Town Meeting.** The Request for Proposals related to potential private site acquisition is due on Oct. 7, 2022 and this article would allow for full evaluation of any viable private site, in addition to the current sites considered.

Specific to timeline, if this article is approved, the funding would be used to further vet all sites and determine which may be the most appropriate to present to the May 2023 Annual Town Meeting, if a single site can be selected by that time. Assuming a final site selection and approval from May 2023 Annual Town Meeting, additional site-specific design and engineering would take approximately 9 months and construction would take an additional 18 months, leading to a final product in July of 2025, at the earliest. ***(\$500,000 from Free Cash)***

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**ARTICLE 19: NON-BINDING QUESTION TO DETERMINE SUPPORT FOR PRIVATE SITE ACQUISITION FOR FUTURE PUBLIC WORKS FACILITY**  
**SPONSORED BY: Select Board**

To see if the Town will determine, through a non-binding vote for the purpose of providing feedback to the Select Board, whether purchasing a privately-owned site should be considered for a future DPW site at the estimated cost presented to Town Meeting based on responses to the

Town's Request for Proposals (RFP) for the Purchase of Real Property; or take any action relative thereto.

**SELECT BOARD COMMENTS:** The Town is looking for a non-binding vote to provide feedback from Town Meeting on the path forward for determining a site for the future DPW Facility. The question is whether the Town has an appetite for purchasing a site for the Town's needs, as opposed to using a Town-owned site. Public comment and the non-binding vote will guide planning but will not alter the Select Board priority of addressing DPW working conditions and building operational efficiencies. At the time of printing of the Warrant, the Town is awaiting responses from the RFP, which are due by Oct. 7, 2022, in time to discuss with Oct. 17, 2022 Fall Town Meeting.

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#### **ARTICLE 20: SIDEWALK AND RAMP REPAIRS & RECONSTRUCTION**

**SPONSORED BY: Select Board**

**ESTIMATED COST: \$1,250,000**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for localized repairs or reconstruction of existing sidewalks or ramps, including the labor, cost of materials and disposal of materials, or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$1,250,000 FROM THE CAPITAL EXPENDITURE FUND FOR THE PURPOSE STATED IN THE ARTICLE (6-0, MR. ROBINSON ABSENT)***

**SELECT BOARD COMMENTS:** A previously approved and procured evaluation of the Town's sidewalk infrastructure has highlighted a "backlog" of sidewalks and ramps that require repair for various reasons, with ADA-compliance being the driving factor in prioritizing these repairs. The consultant, Stantec, listed projects in the [2021 Pedestrian Accessibility Report \(link\)](#) to be done over a 10-year period by applying Network Priority Ranking (NPR) scores to the condition and use of the infrastructure. The purpose of this article, as stated in the motion, is to address only projects listed in the Stantec report as "reconstruction" or "localized repair," and this funding will not be used to address any project in the Stantec report that refers to "new" construction.

A Working Group of Select Board and Finance Committee members determined that the initial article to address this backlog would be done through the use of at least \$1 million in cash at the Oct. 17, 2022 Fall Town Meeting, with a commitment to annually fund these "backlog" costs through cash, with a potential borrowing only to be considered should this funding method not prove viable. ***(\$1,250,000 from the Capital Expenditure Fund)***

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#### **ARTICLE 21: FEASIBILITY STUDY FOR PUBLIC LIBRARY FACILITY**

**SPONSORED BY: Library Trustees**

**ESTIMATED COST: \$12,000**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for a feasibility study to create a facilities plan aimed at meeting the current and future needs of the Holliston Public Library, given the current deeded purpose of the property at 752 Washington Street for which a public library must be the use; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$12,000 FROM FREE CASH FOR THE PURPOSE STATED IN THE ARTICLE (5-0-1, MR. ROBINSON ABSENT, MR. ALFRED ABSTAIN)***

**LIBRARY TRUSTEES COMMENTS:** The Holliston Public Library needs to have a clear idea of how to serve our community and specific goals with detailed plans to put ourselves in the best position for receiving a MPL Construction Grant.

To this end, the Library Board of Trustees is seeking \$12,000 to further our work in defining how the Holliston Public Library can best meet the needs of our community, now and in the future. This continues the process begun with the community survey conducted in 2019 and will be in conjunction with a state grant process that is expected to kick off next year. The cost of this and future planning could potentially be reimbursed through the MBLC's Planning and Design grant round, when released.

It is important to note that the last library state grant program occurred in 2013-14 (though finally funded in 2016-17) and does not occur on any regular schedule. The state has a number of grants for communities looking at library solutions that include design and engineering all the way to paying for a new library building. In the 2016-17, nine communities were awarded. The Massachusetts Public Library Construction Program grants towards library construction. The average grant award is 45-50% of the eligible costs with the remaining cost incurred by the municipality. Any libraries not awarded grants were put on a waitlist and have been awarded grants in the gap years. The Library Trustees voted to pursue the funds for a feasibility study so that we may enter the grant cycle with direction and clear intent. ***(\$12,000 from Free Cash)***

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## **ARTICLE 22: WASTEWATER TREATMENT PLANT (INSTRUMENTATION)**

**SPONSORED BY: Select Board**

**ESTIMATED COST: \$200,000**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for costs related to upgrading the instrumentation of the Wastewater Treatment Plant located on Linden Street which currently services the Woodland Street school complex; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$200,000 FROM THE CAPITAL EXPENDITURE FUND FOR THE PURPOSE STATED IN THE ARTICLE (6-0, MR. ROBINSON ABSENT)***

**SELECT BOARD COMMENTS:** The Town's ARPA Steering Group (comprised of Select Board, School Committee, Finance Committee and Staff members) and the Select Board approved a Feasibility Study to determine if the Wastewater Treatment Plant on Linden Street, which currently services only the school complex, could be leveraged to take private customers. That Feasibility Study is currently underway, but the initial findings are that the Plant requires upgrades to its instrumentation which would be required whether it simply continues its public service, or if it adds private customers. This instrumentation allows for automation and remote monitoring of the facility, similar to the Town's Water Operations – the product is generally referred to as SCADA. Though the total estimated cost of the upgrade to instrumentation is





up to 5 associate members, for the purpose of representing the community in an engagement with a consultant to develop a Town-wide Strategic Plan, using data from Envisioning Future Holliston's surveys and existing departmental strategic plans, and further to raise and appropriate or transfer from available funds \$80,000 for strategic planning initiatives; or take any action relative thereto.

***THE FINANCE COMMITTEE RECOMMENDS THAT THE TOWN APPROPRIATE \$80,000 FROM FREE CASH FOR THE PURPOSE STATED IN THE ARTICLE (6-0, MR. ROBINSON ABSENT)***

**CHARGE OF REVISED COMMITTEE:** The Envisioning Future Holliston Committee will work with the Town Administrator's Office and a consultant selected through the public procurement process to develop a Town-wide strategic plan which incorporates the findings of multiple recent surveys and existing Department-specific strategic plans.

The Envisioning Future Holliston Committee shall be a standing Committee with the responsibility for scheduling periodic updates to Town Meeting and monitoring outcomes of the Town-wide strategic plan developed through this process.

**TOWN ADMINISTRATOR COMMENTS:** The original Town Meeting vote (Art. 35 Annual Town Meeting May 2021) that established the Comprehensive Long Range Planning Committee, or Envisioning Future Holliston, directed the group to report back to a future Town Meeting with its findings. That report was accomplished under Article 26 above. This article asks that Town Meeting reduce the size of the group for ease of meeting the necessary quorum to do business, and amend the charge of the group as the community's selected volunteers that will interface with a 3<sup>rd</sup> party consultant for a Town-wide Strategic Planning initiative. The 3<sup>rd</sup> party consultant will be tasked with using the survey data from Envisioning Future Holliston's 2<sup>nd</sup> survey, with over 1,100 responses, and taking existing Strategic Plans from the Holliston Public Schools, Police Department, Parks & Recreation, and many more, to put together a cohesive and comprehensive Strategic Plan for the Town. ***(\$80,000 from Free Cash)***

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## **ARTICLE 27: CITIZENS' PETITION: ZONING**

### **SPONSORED BY: Citizens' Petition**

To see if the Town will vote to amend the Town's Zoning By-Law: CHANGE TO PRE-EXISTING NON-CONFORMING USES, STRUCTURES AND LOTS (I-E) by addition of a definition for "Original Gross Floor Area" as follows:

Original Gross Floor Area: shall be defined as the Gross Floor area on the most recent of 1) the date on which any current structure pre-existing non-conformity was created; or 2) 20 years prior to the date of permit application for any planned increase in the Gross Floor area; or take any action relative thereto.

**NOTE:** The Planning Board held a public hearing regarding this petition, as required by MGL, c. 40A, s. 5, on September 29, 2022. The members vote 5-0 against support of the proposed citizens' petition article as printed in the Warrant.

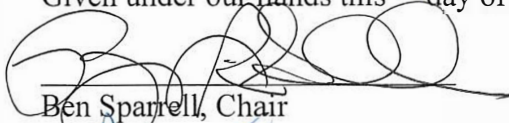
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## **ARTICLE 28: CITIZENS' PETITION: TOBACCO PERMITS**

### **SPONSORED BY: Citizens' Petition**


As residents of Holliston, we are petitioning for the Board of Health to delay any changes to tobacco permits until there is full vetting with the public and all town boards and committees, including long-range planning. In the event that the Board of Health has passed a vote to change the regulations, we ask that they reconsider that vote. The change in tobacco permitting signifies a substantive change in the “culture” and overturns actions requested by the community in 2018, specifically the Holliston Drug and Alcohol Awareness Coalition. Allowing cigar bars and other changes could weaken Holliston’s public health and potentially lead to an increase in tobacco use, as well as the diseases, cancers and health effects that would come with it. As the Holliston community works to address a rise in youth substance use and mental health issues, the town must work to protect and prioritize our youngest residents.

Given under our hands this <sup>30</sup> day of September A.D. 2022.


  
Ben Sparrell, Chair

  
John Cronin, Vice Chair


SELECT BOARD

  
Tina Hein, Clerk

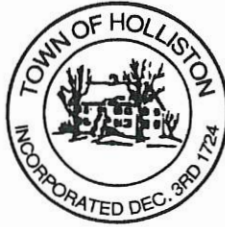
I have this 30<sup>TH</sup> day of September 2022, posted true copies thereof, attested, on and within the Town Hall, Public Library, Police Department, Senior Center and on the Town Website as herein directed.

  
Constable Barry Sims

A true record, ATTEST:

  
Elizabeth Greendale, Town Clerk

Appendix A - Programmatic Stabilization Fund (Article 3)



To: Select Board & Finance Committee Members

From: Travis Ahern, Town Administrator

TJA

Date: Sept. 19, 2022

RE: Programmatic Stabilization Fund

Establishing a Programmatic Stabilization Fund at the October 17, 2022 Fall Town Meeting is intended to work as follows:

**STATED PURPOSE:**

*The fund is intended to provide the necessary upfront costs of programs or initiatives demonstrating long-term cost savings, or increased revenue generation, which offset operational or capital costs – or in some instances, partially offset these costs.*

*The fund can be used to “kick-start” these programs or initiatives, with the eventual financial benefits of the programs or initiatives used to replenish the fund in the future.*

*The ideal project is able to replenish the fund with cost-savings or increased revenue, or both, within 3-5 fiscal years after use of upfront funding.*

To provide a key example of how this fund is intended to work, below is a general approach to one of the Town’s Public Safety functions in the coming 3-5 years. In this example, it is shown how the fund allows the Town to navigate increased costs against future savings for operational and capital costs, and increased revenue sources:

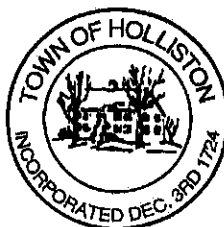
**Example: Ambulance Service, striving for Advanced Life Support (ALS) Licensure (from BLS)**

**Summary:** On May 31, 2022, Municipal Resources, Inc. (MRI) presented their findings on the Fire & EMS Organizational Evaluation to the Select Board.

One of the most significant recommendations includes striving for an ALS Licensure (from the current BLS Licensure) within 3-5 years, using the Town’s current “Call” model. The steps required to achieve ALS are listed below and each come with significant cost, but MRI specifically references the partial offset that is provided when the ALS Licensure is acquired, namely the increase in billable costs to insurance providers when responding as an ALS Ambulance Service, as opposed to a BLS Ambulance Service.

It should be noted that the Town can also achieve ALS Licensure through a private Ambulance Provider, but in this scenario would forgo all revenue offsets to the new Provider, which MRI does not recommend.

## Appendix A - Programmatic Stabilization Fund (Article 3)



To achieve ALS Licensure, the below table shows increased costs and projected timelines above, and potential offsets below:

<u>Steps to Achieve ALS</u>	<u>Proposed Timeline</u>	<u>Estimated Cost</u>
1. EMT Rate "Fixes" to Market	Oct. 2022 FTM	\$205,000/yr
2. Hire EMS Coordinator (+Benefits)	Oct. 2022 FTM or May 2023 ATM	\$102,000/yr
3. Advanced Training of Existing & New	May 2023 ATM (FY24 Budget)	\$50,000/yr
4. Capital Improvements to Ambulances	May 2023 ATM or Oct. 2023 FTM	\$350,000/initial
5. Certification from OEMS	3-5 Years	See Above
<u>Cost Reductions or Revenue Offsets</u>	<u>Proposed Timeline</u>	<u>Estimated Offset*</u>
1. Billable Rates (BLS to ALS)	3-5 Years	\$175,000/yr

*\*Estimated offset is based on data provided by MRI on page 55 of the [Report \(link\)](#) comparing ALS and BLS rates for transport.*

### Conclusion:

Recent collaboration between the Finance Committee and Select Board has resulted in beneficial change and progress for Holliston, and this Fund would be an important tool in continuing these efforts. Specific recent examples include:

- **FY2020** – The **creation of the Facilities Manager** position that currently manages all municipal buildings, less school buildings;
- **FY2022** – The **removal of fees for Full Day Kindergarten** to provide equitable access to all Holliston families; utilizing ARPA for initial costs, and balancing ongoing costs through future budget cycles which included an increase in Chapter 70 funding in FY2023 related to changes in student enrollment calculations;
- **FY2023** – The **creation of a Grounds Division** (within DPW) to provide service level improvements to Parks & Recreation, Schools, Town properties, and Rail Trail; revenue from Recreation Revolving used to partially offset costs.

The establishment of the Programmatic Stabilization Fund will allow the Town to continue to pursue improvements to service level across all departments, especially beneficial to those that can demonstrate opportunities for future cost savings or generation of new revenue.

Please feel free to reach out with any questions, and I would like to end with a clarifying statement regarding the immediate positive impact this Fund can have on Holliston: **we have significant needs in the next 3-5 years to provide additional resources to our public safety departments – HPD, HFD, Ambulance, Emergency Management – but we also have a number of opportunities to offset these costs, including the use of grant funding, and this fund can be a valuable tool in allowing us to address our needs while making every attempt at avoiding an operational Override of the Tax Levy.**

CC: Department Heads  
Chairs of Boards/Committees

**ARTICLE 11: To see if the Town will vote to make four separate amendments to the Town's General Bylaws, as follows:**

**Key: = Recommended v. Present Comparison**

**Amendment One: Replace Article IX of the General Bylaw with the following:**

**ARTICLE IX, Planning Board**

**Section 1. Members** The Town shall have a Planning Board, consisting of five (5) members, elected for a term of five (5) years each, and so elected that the term of only one (1) member will expire in any one (1) year. Said Board shall choose from its members a Chair, a Vice-Chair and a Clerk, each to serve a term of one year. The Board may also have an Associate Member, appointed by the Planning Board who shall serve a one-year (1) term.

~~**Section 1.** The Town shall have a Planning Board, consisting of five (5) members, elected for a term of five (5) years each, and so elected that the term of only one (1) will expire in any one (1) year.~~

**Section 2. Powers and Duties** The Planning Board shall have the functions and powers as provided under the Constitution, Massachusetts General Laws as amended, including but not limited to Chapter 40A and Chapter 41 of the General Laws and such additional powers and duties as may be authorized by by-law.

~~**Section 2.** The Planning Board shall have the functions and powers as provided in the General Laws as amended, including but not limited to Chapter 40A and Chapter 41.~~

1. The Planning Board shall make careful studies of the resources, possibilities and needs of the Town and regulations governing such development of the Town.
2. Further, the Planning Board shall have the power to:
  - a. Regulate the subdivision of land within the Town by the adoption of rules and regulations governing such development and the administration of such rules and regulations.
  - b. Grant special permits as authorized by town by-laws
  - c. Make a comprehensive master plan, setting forth in graphic and textual form policies to govern the future growth and development of the Town at least every 15 years.
  - d. Make recommendations to the Town Meeting on all matters affecting land use and development, including the zoning by-laws and zoning map of the Town.
  - e. Prepare an annual report, giving information regarding the condition of the Town and any plans or proposals for the Town's development and estimates of their cost.

**Section 3. Vacancy** In case of a vacancy, appointment of a new member shall be made in accordance with G.L. c.41, s.11 until the next town election, at which time candidates may run for the balance of the unexpired term.

~~**Section 3.** After a road has been designated by the Town as a scenic road, any repair, maintenance, reconstruction or paving work done with respect thereto shall not involve or~~

~~include the cutting or removal of trees or the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the Planning Board after a public hearing duly advertised as provided in General Laws, Chapter 40, Section 15C as amended.~~

**Amendment Two: Add a new Article\_\_ to the General Bylaws, as follows:**

### **Scenic Roads**

**Section 1.** The Town shall protect certain roads under Massachusetts General Laws, including but not limited to, protection under Section 15C of Chapter 40. The Planning Board may adopt rules and regulations that govern the process for altering a designated scenic road.

**Section 2.** Pursuant to Massachusetts General Laws, the Town, by vote of Town Meeting, may designate a road as a scenic road. The Planning Board, Conservation Commission, or the Historical Commission may make recommendations for scenic roads designation to Town Meeting.

**Section 3.** After a road has been designated as a scenic road, any repair, maintenance, reconstruction, or paving work performed with respect thereto shall not involve or include the cutting or removal of trees, or the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the Planning Board after a public hearing in conformance with Massachusetts General Laws.

**Amendment Three: Replace Article VII of the General Bylaws with the following:**

### **ARTICLE VII Town Moderator**

#### **Section 1 Term and Duties**

**(a) Term** – There shall be a Town Moderator elected for a term of three (3) years.

~~**Section 1.** The Town shall have a Moderator who shall be elected for a term of three (3) years. The Town Moderator shall serve as Moderator of all Town Meetings, except as otherwise provided by law~~

**(b) Powers and Duties** - The Moderator shall preside at all sessions of the Town Meeting. In the event of the absence or disability of the Moderator, the Town Meeting shall elect from those voters present at the Town Meeting a temporary Moderator to act during such absence or disability. The Moderator shall have all the powers and duties given to Moderators under the Constitution and the laws of the Commonwealth. The Moderator, at all Town Meetings, shall regulate the proceedings, decide all questions of order, make public declarations of all votes and may exercise such additional powers and duties as may be authorized by General Law, by By-Law or by other vote of the Town Meeting. The Town Moderator shall not hold any other town office, elected or appointed.

**Amendment Four: Add a new Article\_\_ to the General Bylaws, as follows:**

### **Article\_\_ By-Law Review Committee**

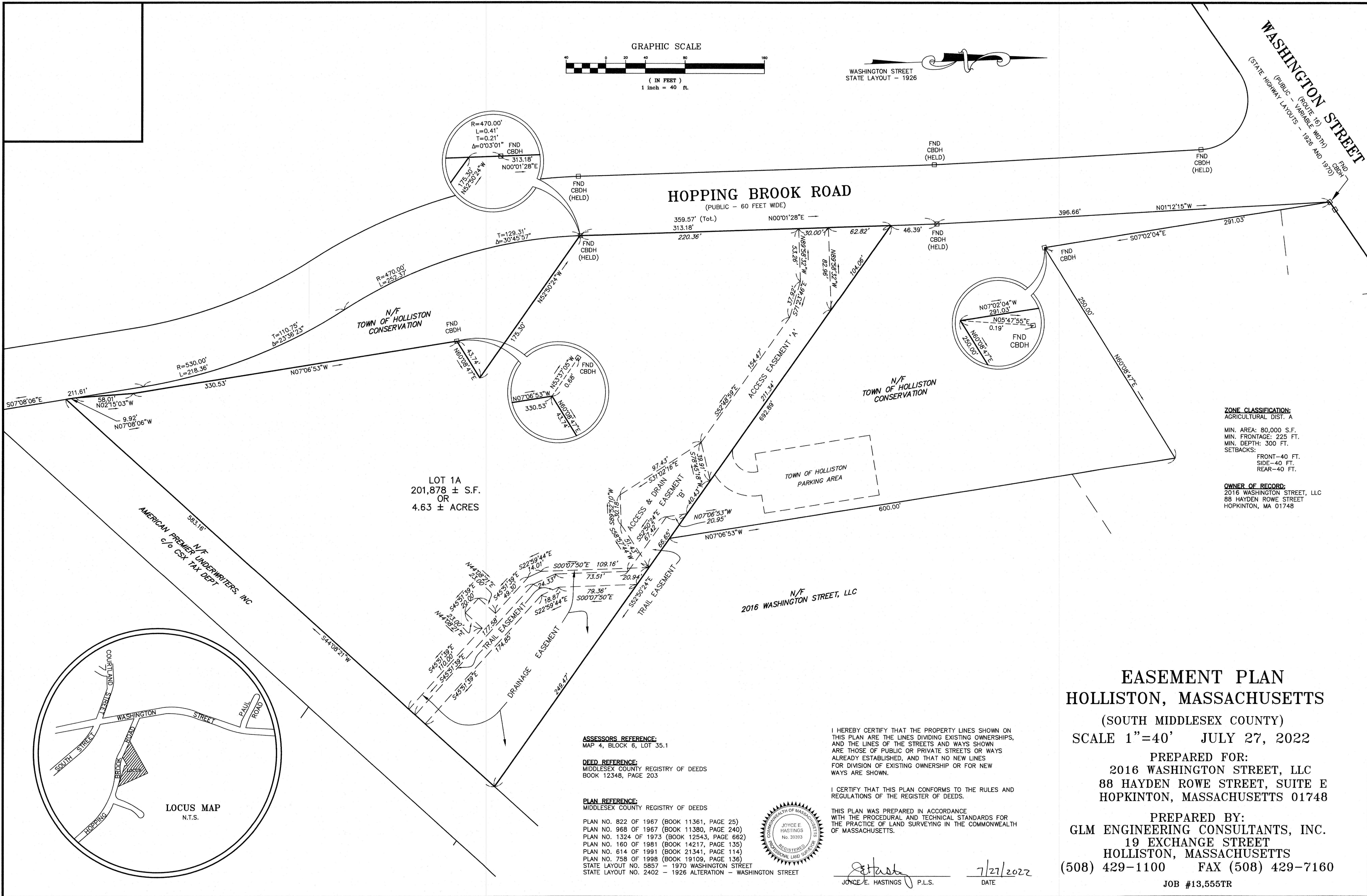
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**Section 1. Purpose** The Select Board shall appoint at five-year intervals, in each year ending in six (6) or one (1), a special committee entitled the By-Law Review Committee for the purpose of considering and preparing proposals for the revision or recodification of the General By-Laws of the town as it deems necessary and advisable to keep by-laws current with the needs of the town. Such proposals shall be presented to the Select Board, which may include the same on the warrant for the Fall Annual Town Meeting occurring no later than the year following the one in which the committee was formed. The Committee may also review and offer a recommendation for all other articles in the warrant for any Town Meeting which propose an amendment or addition to the General By-Laws.

**Section 2. Membership** The By-Law Review Committee shall consist of two residents appointed by the Select Board, two residents appointed by the Town Moderator and one resident appointed by the Planning Board. Persons appointed by the said agencies may, but need not, be members of the agency by which they are designated. In addition, the Town Clerk shall serve as an ex officio nonvoting member of the committee. The Committee shall choose from its members a Chair, a Vice-Chair and Clerk for terms of not more than two consecutive years.

**Section 3. Legal Review and Public Notice** The Committee shall have its proposals reviewed by town counsel or by special counsel retained for this purpose by the Select Board. Copies of the proposed revised by-laws shall be made available to the public on the town website and by publication in a print or electronic local newspaper at least seven (7) days before the scheduled Fall Town Meeting. After Town Meeting adoption of a proposed by-law, it shall be submitted by the Town Clerk to the Attorney General of the Commonwealth for approval in conformity with state law. Copies of the revised by-laws shall be made available for distribution to the public.





# Appendix D: Previous Warrant Article Balances

## PREVIOUSLY APPROVED WARRANT ARTICLE BALANCES (as of June 30, 2022)

ORG	OBJ	ACCOUNT DESCRIPTION - WARRANT ARTICLE	Authorization		ORIGINAL BUDGET	7/1/21 AVAILABLE BUDGET	FY22 EXPENDED/ENC.	6/30/22 AVAILABLE BALANCE
			ART. #	TOWN MEETING				
02122	58075	Trash and Recycling Carts	17	5/19	302,500	64,508	3,600	60,908
02122	58098	Land Donation - Legal Cost - Generazio	15	10/19	5,000	4,000	-	4,000
73122	58169	Town Hall Septic	5	12/20	99,000	97,162	97,162	-
73122	58201	Town Hall Septic Easement	30	5/21	51,000	781	-	781
73145	58243	Microfiche Machine (T/C)	29	5/22	10,000	10,000	-	10,000
02122	58181	Sidewalk Prioritization Plan	8	12/20	40,000	25,839	25,839	-
02122	58227	Cable Renewal (Legal)	7	10/21	25,000	-	3,795	21,205
02220	58229	Fire/EMS Organizational Evaluation	8	10/21	28,000	-	18,530	9,470
02420	58205	DPW Facility - Feasibility Study	33	5/21	75,000	75,000	37,920	37,080
02122	58242	300th Anniversary Celebration	34	5/22	30,000	30,000	-	30,000
02122	58269	Streetlight LED Conversion	30	5/22	354,900	-	-	354,900
73155	58218	Town Telephone Replacement	4	10/21	26,300	26,300	12,722	13,578
02122	58185	9 Green St. - Design/Engineering	13	12/20	54,900	41,310	41,310	-
02122	58204	9 Green St. - Demolition	32	5/21	118,500	118,500	118,500	-
73122	58232	9 Green St. - Construction	10	10/21	300,000	-	37,481	262,519
		<b>Total 02122 SELECT BOARD / GENERAL ARTICLES</b>			<b>1,520,100</b>	<b>493,400</b>	<b>396,859</b>	<b>804,441</b>
02141	58062	Valuation Services	7	10/18	54,900	5,377	5,377	-
		<b>Total 02141 ASSESSORS ARTICLES</b>			<b>54,900</b>	<b>5,377</b>	<b>5,377</b>	<b>-</b>
								-
02161	58067	Clerk Records Management	17	5/19	5,000	1,490	1,490	-
		<b>Total 02161 TOWN CLERK ARTICLES</b>			<b>5,000</b>	<b>1,490</b>	<b>1,490</b>	<b>-</b>
02122	58100	Dam Inspection & Ownership	18	10/19	45,000	45,000	44,028	972
02171	58027	Dam Inspections	30	5/17	50,000	4,035	4,035	-
		<b>Total 02171 CONSERVATION ARTICLES</b>			<b>95,000</b>	<b>49,035</b>	<b>48,063</b>	<b>972</b>
02210	58088	Police Cruisers (3x)	4	10/19	145,000	113	113	-
73210	58175	Police Cruisers (3x)	5	12/20	151,525	3,977	2,749	1,228
73210	58221	Police Cruisers (3x)	4	10/21	160,617	160,617	94,849	65,768
73210	58188	Police Station Battery Backup	20	5/21	13,750	-	-	-
73210	58189	Police Telephone System Impr.	20	5/21	11,600	16	16	-
73210	58191	Police Voice Recorder	20	5/21	10,000	10,000	9,967	33
73210	58192	Police Key Door System	20	5/21	54,000	54,000	54,000	-
		<b>Total 02210 POLICE DEPT ARTICLES</b>			<b>546,492</b>	<b>228,723</b>	<b>161,694</b>	<b>67,029</b>
02122	58186	Signs & Equipment (TAC)	14	12/20	52,500	9,727	9,727	-
02122	58187	Traffic & Sound Engineering Studies	15	12/20	40,000	33,700	19,850	13,850
73210	58222	Public Safety Cameras (Traffic Signals)	4	10/21	91,620	91,620	-	91,620
73122	58207	Public Safety Signs (TAC)	34	5/21	21,837	20,319	20,319	-
73220	58165	Public Safety Radios	13	7/20	283,020	49,763	2,347	47,416
		<b>Total PUBLIC SAFETY, INCL. TAC</b>			<b>488,977</b>	<b>205,129</b>	<b>52,243</b>	<b>152,886</b>

Appendix D: Previous Warrant Article Balances

PREVIOUSLY APPROVED WARRANT ARTICLE BALANCES (as of June 30, 2022)

ORG	OBJ	ACCOUNT DESCRIPTION - WARRANT ARTICLE	ART. #	Authorization TOWN MEETING	ORIGINAL BUDGET	7/1/21 AVAILABLE BUDGET	FY22 EXPENDED/ENC.	6/30/22 AVAILABLE BALANCE
02220	58045	Fire Gear Drying Cabinet	20	5/18	25,000	9,452	9,452	-
02220	58063	Wire Relocation	16	10/18	25,000	16,686	-	16,686
02220	58076	Modify Fire Alarm	17	5/19	25,000	4,356	4,356	-
73220	58048	Structural Fire Gear	5	10/18	50,000	40,291	8,147	32,144
73220	58224	Extrication Equipment	4	10/21	20,000	20,000	-	20,000
73220	58225	Cascade System	4	10/21	30,000	30,000	-	30,000
73220	58244	Skid Unit - Brush Truck	29	5/22	16,250	16,250	-	16,250
73220	58170	Fire Air Pack/Bottle	5	12/20	370,000	76,428	18,039	58,389
		<b>Total 02220 FIRE DEPARTMENT ARTICLES</b>			<b>561,250</b>	<b>213,462</b>	<b>39,994</b>	<b>173,469</b>
73231	58223	Ambulance Replacement	4	10/21	285,000	285,000	-	285,000
73231	58245	Medical CPR Device	29	5/22	15,950	15,950	-	15,950
73231	58172	Ambulance Pagers	5	12/20	25,500	808	-	808
		<b>Total 02231 AMBULANCE ARTICLES</b>			<b>326,450</b>	<b>301,758</b>	<b>-</b>	<b>301,758</b>
02300	58055	Energy Management System	5	10/18	100,000	78,775	45,976	32,799
02300	58056	Auditorium Management Repair	5	10/18	40,000	36,200	-	36,200
02300	58070	Networking Infrastructure	17	5/19	32,583	13,992	-	13,992
02300	58074	Exterior Security Camera System	17	5/19	100,000	1,464	620	844
73300	58268	Interior Security Camera System	29	5/22	20,000	20,000	-	20,000
02300	58091	School Curriculum	4	10/19	370,675	31,009	-	31,009
73300	58161	Miller Roof Replacement	13	7/20	125,000	125,000	-	125,000
73300	58162	Kamitlan Field Turf	13	7/20	500,000	500,000	461,684	38,316
73300	58176	H.S. Field House Insulation	5	12/20	90,000	90,000	-	90,000
73300	58198	Replace School Boilers	20	5/21	55,000	55,000	27,545	27,455
73300	58199	School Networking Infrastructure	20	5/21	26,400	26,400	43,288	(16,888)
73300	58267	School Technology	29	5/22	275,000	275,000	-	275,000
73300	58226	School HVAC Roof Units	4	10/21	500,000	-	-	500,000
		<b>Total 02300 SCHOOL DEPARTMENT ARTICLES</b>			<b>2,234,658</b>	<b>1,252,840</b>	<b>579,113</b>	<b>1,173,727</b>
73420	58173	Highway Trackless Mower	5	12/20	166,125	3,345	2,094	1,251
73420	58180	Mudville Roadwork	7	12/20	418,000	407,000	151,352	255,648
02122	58237	Crosswalk Improvements	13	10/21	84,000	-	687	83,313
73122	58236	Sidewalk Improvement (Complete Streets)	12	10/21	230,000	-	-	230,000
73420	58196	Highway UHF Radios	20	5/21	47,590	47,590	47,590	-
73420	58257	Five (5) Ton Trailer	29	5/22	16,250	16,250	-	16,250
73420	58258	Asphalt Roller	29	5/22	24,000	24,000	-	24,000
73420	58262	Leaf Vacuum (Grounds)	29	5/22	13,005	13,005	-	13,005
73420	58263	Dump Truck (International)	29	5/22	249,950	249,950	-	249,950
73420	58219	Truck with Brine Tank & Equipment	4	10/21	90,500	-	22,650	67,850
73420	58197	Highway Pickup Truck (Equipped)	20	5/21	55,000	55,000	55,000	-
		<b>Total 02420 PUBLIC WORKS (NON-WATER) ARTICLES</b>			<b>1,394,420</b>	<b>816,140</b>	<b>279,373</b>	<b>941,267</b>

Appendix D: Previous Warrant Article Balances

PREVIOUSLY APPROVED WARRANT ARTICLE BALANCES (as of June 30, 2022)

ORG	OBJ	ACCOUNT DESCRIPTION - WARRANT ARTICLE	Authorization		ORIGINAL BUDGET	7/1/21 AVAILABLE BUDGET	FY22 EXPENDED/ENC.	6/30/22 AVAILABLE BALANCE
			ART. #	TOWN MEETING				
02122	58068	Town Hall Front Doors	17	5/19	23,000	850	850	-
73422	58209	Town Hall Electric Doors	4	10/21	10,000	-	10,000	-
73422	58213	Town Hall HVAC	4	10/21	15,000	-	10,062	4,938
73422	58249	Town Hall HVAC (2)	29	5/22	12,150	12,150	-	12,150
73422	58214	Town Hall Human Resources Office Reno.	4	10/21	15,500	-	15,500	-
73422	58247	Town Hall Exterior Painting	29	5/22	65,000	65,000	-	65,000
73122	58168	1750 Washington Steps & Railings	5	12/20	10,000	4,500	-	4,500
73422	58167	Facilities Vehicle	5	12/20	20,100	20,100	20,100	-
73422	58193	Municipal Security Cameras	20	5/21	75,000	75,000	-	75,000
73422	58194	Central Fire Rehabilitation	20	5/21	50,000	50,000	35,822	14,178
73422	58252	Central Fire Rehabilitation (2)	29	5/22	120,000	120,000	4,694	115,306
73422	58216	COA Electrical Panel	4	10/21	10,000	10,000	10,000	-
73422	58253	COA Exterior Improvements (incl. drainage)	29	5/22	60,000	60,000	-	60,000
73422	58194	1750 Washington - HVAC Units	20	5/21	33,500	33,500	29,064	4,436
73422	58208	1750 Washington - Front Entrance	4	10/21	45,000	-	44,780	220
		<b>Total 02422 FACILITIES ARTICLES</b>			<b>599,850</b>	<b>451,100</b>	<b>180,872</b>	<b>355,728</b>
02449	58239	Stormwater Management (Year 4)	14	10/21	90,000	90,000	20,370	69,630
02122	58184	Stormwater Management (Year 3)	12	12/20	92,300	55,290	48,160	7,130
		<b>Total 02449 STORMWATER MANAGEMENT</b>			<b>182,300</b>	<b>145,290</b>	<b>68,530</b>	<b>76,760</b>
						-		-
02541	58179	COA Interior Improvements	5	12/20	40,000	-		-
		<b>Total 02541 COUNCIL ON AGING ARTICLES</b>			<b>40,000</b>	<b>-</b>		<b>-</b>
						-		-
02610	58178	Library Interior Improvements	5	12/20	65,000	-		-
		<b>Total 02610 LIBRARY ARTICLES</b>			<b>65,000</b>	<b>-</b>		<b>-</b>
						-		-
02650	58079	Infield Grooming Machine	4	10/19	20,000	-		-
		<b>Total 02650 RECREATION ARTICLES</b>			<b>20,000</b>	<b>-</b>		<b>-</b>
02122	58203	Blair Square Design/Engineering	31	5/21	45,000	45,000	45,000	-
02122	58231	Phipps Tunnel Geotechnical	9	10/21	9,500	-	-	9,500
73660	58217	Rail Trail Fencing	4	10/21	13,500	13,500	6,936	6,564
02660	58078	Rail Trail Maintenance	26	5/19	1,000	103	103	-
		<b>Total 02660 RAIL TRAIL ARTICLES</b>			<b>69,000</b>	<b>58,603</b>	<b>52,039</b>	<b>16,064</b>
						-		-
		<b>GENERAL FUND SUPPORTED ARTICLES</b>			<b>8,078,397</b>	<b>4,222,348</b>	<b>1,865,647</b>	<b>4,064,102</b>

# Appendix D: Previous Warrant Article Balances

## PREVIOUSLY APPROVED WARRANT ARTICLE BALANCES (as of June 30, 2022)

ORG	OBJ	ACCOUNT DESCRIPTION - WARRANT ARTICLE	Authorization		ORIGINAL BUDGET	7/1/21 AVAILABLE BUDGET	FY22 EXPENDED/ENC.	6/30/22 AVAILABLE BALANCE
			ART. #	TOWN MEETING				
62450	58028	Mains / Booster Cedar	8	10/17	1,700,000	183,572	-	183,572
62450	58060	Mudville Water Main	17	10/18	1,800,000	729,485	-	729,485
62450	58092	Two Pickup Trucks	4	10/19	117,796	1,886	1,886	-
62450	58093	Emergency Generator	4	10/19	200,000	149,705	-	149,705
62450	58182	Water System Modernization Plan	9	12/20	75,000	75,000	34,090	40,910
62450	58183	Winter St - Water Main Replacement	10	12/20	2,800,000	1,807,580	785,948	1,021,632
62450	58264	Pickup Truck (Water Fleet)	29	5/22	54,000	54,000	-	54,000
62450	58265	Mini Excavator (Water Fleet)	29	5/22	66,000	66,000	-	66,000
62450	58266	Tilt Trailer (Water Fleet)	29	5/22	16,250	16,250	-	16,250
62450	58271	Water System Improv. - Central, Bullard, Fiske	31	5/22	800,000	800,000	-	800,000
62450	58235	Design/Engineering Bullard, Central, Fiske	11	10/21	98,000	-	-	98,000
		<b>WATER ENTERPRISE FUND SUPPORTED ARTICLES</b>			<b>7,727,046</b>	<b>3,883,478</b>	<b>821,924</b>	<b>3,159,554</b>

# Appendix E: Summary of Expenditures / Certificate of Appropriations

## Certificate of Appropriations - Oct. 17, 2022 Fall Town Meeting

<b>Balance as of July 1, 2022 (Unaudited)</b>	<b>\$ 3,716,249</b>	<b>\$ 8,975,894</b>	<b>\$ 8,629,729</b>	<b>\$ -</b>	<b>\$ 314,943</b>	<b>\$ 2,205,898</b>	<b>\$ 2,202,676</b>	<b>\$ 905,041</b>	<b>\$ 2,793,999</b>
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Article	Service Area	Description	Free Cash	CapEx Fund	General Stabilization	Programmatic Stabilization	Pension Stabilization	Water Enterprise	Water Infra. Fee	Water Meter Fee	CPC	NET IMPACT
1	GEN	General Stabilization Fund	\$ (400,000)		\$ 400,000							\$ -
2	GEN	Pension Stabilization Fund	\$ (250,000)				\$ 250,000					\$ -
3	GEN	Programmatic Stabilization Fund (Establish, Fund)	\$ (400,000)			\$ 400,000						\$ -
4	GEN	Capital Expenditure Fund	\$ (1,800,000)	\$ 1,800,000								\$ -
5	TA	Capital Budget		\$ (999,780)								\$ (999,780)
6	TA	Prior Year Bills	\$ (37,450)									\$ (37,450)
7	TA/HR	Supplemental Budget (FY2023)										\$ -
		EMS (Full Year)				\$ (205,000)						\$ (205,000)
		Dispatcher Rates (1/2 Yr)				\$ (26,000)						\$ (26,000)
		Water Debt (Final, after Proj.)						\$ (29,023)				\$ (29,023)
												\$ -
8	TA/HR	Personnel By-Laws (100-500 Scale; GovHR)										\$ -
9	TA/HR	Personnel By-Laws (Dispatch & Uniform)										\$ -
10	TAC	Public Safety: Signs/Equipment	\$ (22,000)									\$ (22,000)
11	GC	By-Laws - Moderator; PB; By-Law Review										\$ -
12	CPC	Report of CPC									\$ (10,167)	\$ (10,167)
13	Water	Water Meter Replacement (Water)								\$ (905,000)		\$ (905,000)
14	Water	Water Main - Central, Bullard, Fiske (Suppl.)						\$ (500,000)				\$ (500,000)
15	Water	Dopping Brook & Well No. 4 Impr. (Water)						\$ (816,000)				\$ (816,000)
16	DPW/Plan	Stormwater (MS4)	\$ (95,200)									\$ (95,200)
17	DPW	Houghton Pond: Design/Engineering	\$ (56,000)									\$ (56,000)
18	DPW	DPW Facility - Design/Engineering (Cont.)	\$ (500,000)									\$ (500,000)
19	DPW	Non-Binding Question to Determine DPW Site										\$ -
20	DPW	Sidewalk/Ramp ADA Backlog		\$ (1,250,000)								\$ (1,250,000)
21	Library	Library Feasibility Study	\$ (12,000)									\$ (12,000)
22	Facilities	WWTP Instrumentation (SCADA) - split ARPA		\$ (200,000)								\$ (200,000)
23	BOA/BOS	PILOT - Solar (x2)										\$ -
24	BOS	Acceptance of Easement - Rail Trail										\$ -
25	EFH	Envisioning Future Holliston - Report										\$ -
26	TA	Envisioning Future Holliston - Strategic Planning	\$ (80,000)									\$ (80,000)
27	Citizens	Zoning - Pre-Existing Non-Conforming Lot										\$ -
28	Citizens	Board of Health / HDAAC - Tobacco										\$ -
												\$ -
<b>Subtotal, Oct. 2022 Fall Town Meeting</b>			<b>\$ (3,652,650)</b>	<b>\$ (649,780)</b>	<b>\$ 400,000</b>	<b>\$ 169,000</b>	<b>\$ 250,000</b>	<b>\$ (845,023)</b>	<b>\$ (500,000)</b>	<b>\$ (905,000)</b>	<b>\$ (10,167)</b>	<b>\$ (5,743,620)</b>

<b>Projected Ending Balance, with Recommended FTM Activity</b>	<b>\$ 63,599</b>	<b>\$ 8,326,114</b>	<b>\$ 9,029,729</b>	<b>\$ 169,000</b>	<b>\$ 564,943</b>	<b>\$ 1,360,875</b>	<b>\$ 1,702,676</b>	<b>\$ 41</b>	<b>\$ 2,783,832</b>
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